

Daily Planet

Customer and Employee Relations Directorate,
Internal Relations and Communications Department

Friday, April 23

2004

Thrift Savings Plan now open

Employees can begin, increase or decrease contributions to their Thrift Savings Plan accounts until June 30. Changes should be made using Employee Express at www.employee.express.gov. Human Resources still will accept the paper TSP-1 Form but Employee Express will become mandatory for thrift savings, personnel and payroll changes after June 30. For more information, call Ginger Martin at 544-5654 or Debbie Allen at 544-7536.

**ODIN Windows
desktop outage
Thursday. See
'Inside Marshall'**

**Federal Express
packages due in
Bldg. 4200 mail
room no later than
2:30 p.m.
weekdays**

New security procedures, guidelines posted for Marshall

New security procedures and guidelines for the Marshall Center have been posted to the Integrated Document Library. Some of the changes are significant and all Marshall civil servants and contractors should become familiar with them. See "Inside Marshall."

SHE-sponsored 'Save a Back' workshop will be Tuesday

A "Save a Back" workshop will be from 8:30 a.m.-12:30 p.m. at the Marshall Institute on Tuesday. Registration is via the Safety, Health and Environmental page on "Inside Marshall." The goal of the class is to eliminate back injuries through education.

**Carpool
information at:
[http://ntf-2.
msfc.nasa.gov/
carpool.nsf](http://ntf-2.msfc.nasa.gov/carpool.nsf)**

<http://inside.msfc.nasa.gov>